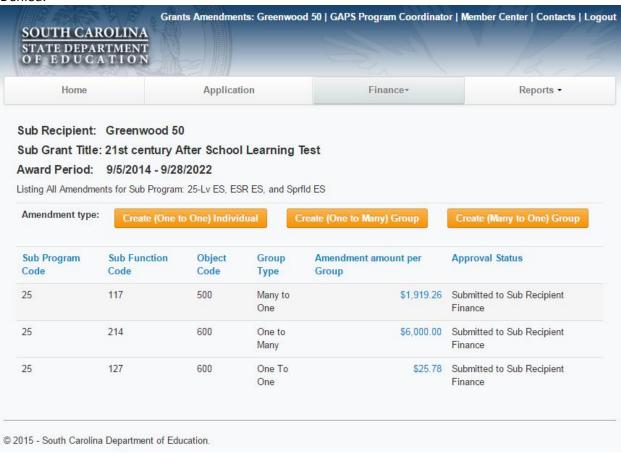
Amendments

Log into GAPS as the Coordinator Role Select the Sub Grant, Entity and Sub Program From the Finance Tab; Select Amendments

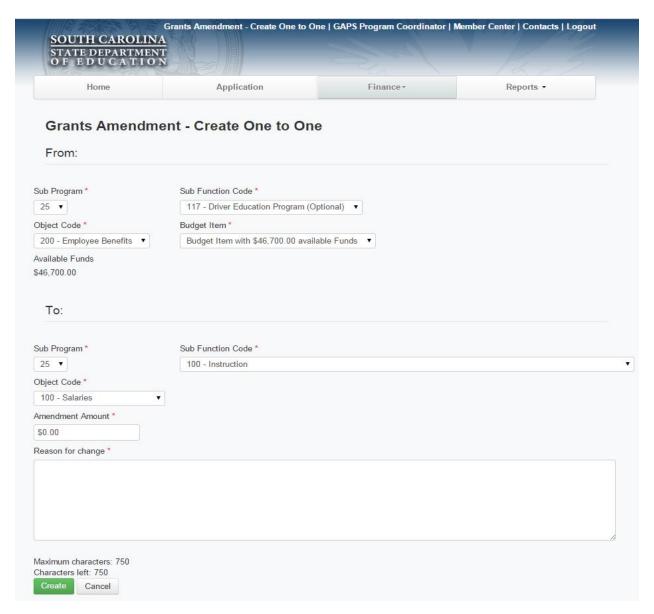
Amendment options available to enter are One to One, One to Many and Many to One

Note: Previously entered amendments will display in the listing. Depending on the Amendments status Delete or Edit is available. Delete is only available if the amendment is in its initial pre-submittal stage. Once it's been submitted/returned and reset to pre-submittal you can no longer delete the amendment. It is part of the Grants History. To eliminate the amendment after its submitted, it would need to be Denied.



Create one to One Individual

Select Create One to One (Individual). Grants Amendment – Create One to One page displays.

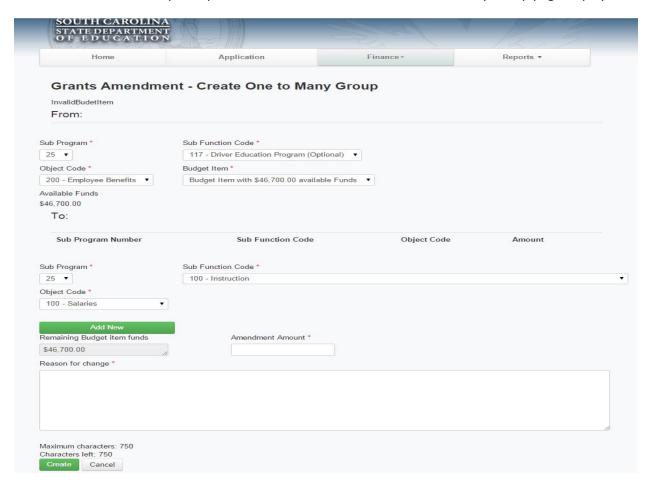


The From section displays the data entered in the Budge (Sub Function, Object and Available Funds). The To section contains all available selections in the Sub Function and Object Code fields. All fields are required including Reason for Change.

After data is entered, select Create. Amendment item will be added to the Amendment Listing page.

One to Many

Select Create One to Many Group. The Grants Amendment Create One to Many Group page displays



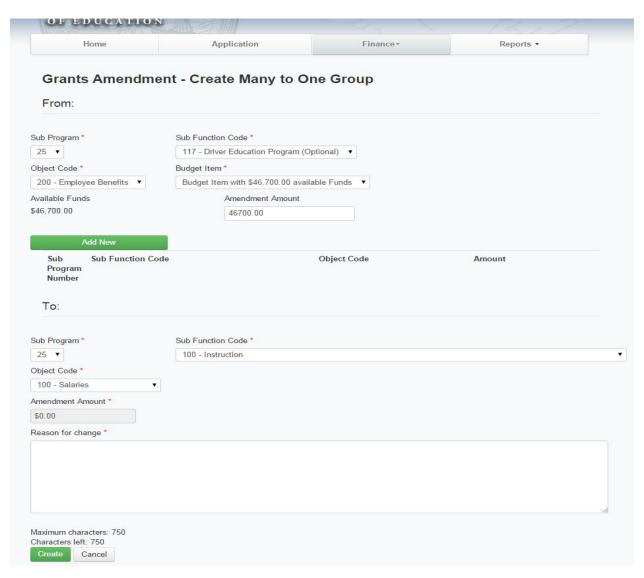
This option is used to move Funds from a single Budget Item to Many Budget Items

The From section is just like the One to One and is populated with all previously entered Budget items.

The To section has a table that allows you to add multiple items and dollar amounts to multiple Budget Areas. There is an Edit check that you can't exceed the amount available in the From Budget location. Select the Function and Object codes, enter the amount. Click the Add New button. NOTE: do NOT select CREATE until you have entered all items for this group. Once an item is Added to the table, you can use the Replace button to make changes to the data you entered for THAT item. If no changes are needed, simply continue adding additional items for this group. To get the Add new Button back after adding an item simply select/enter the next budget item and Replace will change to Add New. Continue this process until all items have been entered. Once all items have been entered Click Create to save this GROUP of amendments. The Amendment listing page will display. NOTE If you have entered any amendments and then change the 'From' information, The 'From' info will be changed for all amendments previously entered in this amendment group.

Many to One

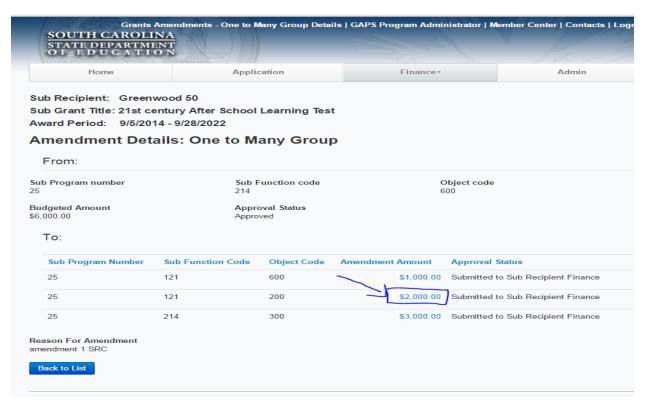
Select the Create Many to One Group. The Grants Amendment – Create Many to One Group page displays

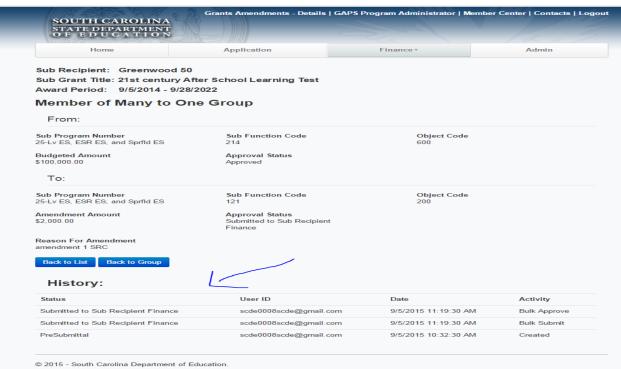


This process is the same as the One to Many except now you are moving items from multiple budget items to a single budget item. NOTE If you have entered any amendments and then change the data in the 'To' section, the 'To' info will be changed for all amendments previously entered in this amendment group.

To Review the History for an Amendment

From the Amendment Details page select the Amendment Amount link. The History for the SELECTED item will display in the History section. You have to select each item to view it's History.





Additional Information

The amendment approval process follows the same exact workflow as the Budget Approval Process.

As you are making amendment changes, please verify that monies are moving correctly.

The Budget Summary page will show the pending amendments in orange prior to their approval. After the Approval the orange items will be incorporated into the applicable budget item.